



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** ADNI, Acquisitions, Procurement, and Facilities

**Position Number:** 16118

**Position Grade:** SNIS Executive Tier 2

**Salary Range:** None provided (not applicable for detailees)

**Vacancy Open Period:** 10/04/2021 – 11/15/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/PC/APF

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade may apply or up to one grade lower than the advertised positions grade may apply.

Only Senior Service (SNIS, SES, SIS, DISES, and DISL) candidates may apply. GS employees may not apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees at the same grade or up to one grade lower than the advertised positions grade may apply.



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## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

Guide development of strategic plans, evaluation of plan effectiveness and IC performance, and development of performance and resource recommendations to support the IC's overall attainment of the U.S. Government's strategic objectives.

Partner with U.S. Government agencies to ensure the delivery of effective and efficient mission support services to customers.

## Major Duties and Responsibilities (MDRs)

As part of DNI's leadership team, promote the IC vision and mission, and implement, lead, and guide DNI's strategic intent for IC wide policies, programs and resources.

Represent DNI positions to National policy makers, Congress, OMB and White House staff.

Develop and execute best business practices to align and integrate support with mission directives.

Identify gaps and opportunities that can be leveraged throughout the ODNI, and ensure flexibility and responsiveness to support equities across the DNI.

Lead ODNI efforts to produce integrated and comprehensive milestone reviews including DNI validated requirements, appropriate cost estimates and budget planning, major stakeholder commitment and issue resolution, acquisition and contract planning, architecture integration, technology readiness and maturation, risk evaluation and management, and IC element organization readiness to proceed.

Collaborate with IC elements to establish and maintain architectural context baselines for all IC MSAs, with particular emphasis on MSAs prior to Milestone B.

Ensure AP&F insight and analyses are based on a foundation of cost, schedule, performance, and risk factors that emphasize attaining end to end mission objectives.

Lead joint government-industry teams to perform cross community acquisition, senior procurement executive, and facility/logistics oversight and orchestrate development and fielding of intelligence capabilities.

Develop and evolve AP&F policies, procedures, guidelines, rules, and standards to foster effective operation of the DNI, IC, and DoD and ensure the IC is best postured to respond to the changing environment and mission demands, to include faster paced adoption of software and information technology capabilities.



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Initiate innovative techniques aimed at improving cost, schedule and performance expectations, and initiate necessary corrective actions.

Lead and grow a team of expert cadre, joint duty, and contractors executing the AP&F mission, successfully managing complex programs and projects that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, and high risks; ensure timelines, costs, deliverables, and outcomes meet DNI programmatic goals.

Manage personnel with a focus on building a high performance team and a collaborative work environment; ensure goals and performance objectives are understood; assess performance and provide timely feedback, recognition, and remediation.

## **Mandatory and Educational Requirements**

Broad knowledge of the IC mission, objectives, policies, and current events within the IC.

Understanding of major NIP and MIP requirements, funding priorities, and affordability for major system acquisitions (MSAs), special interest acquisitions (SIAs), services of common concern (SoCCs), and experimental research demonstrations (ERDs).

Working knowledge of products and processes of the IC Acquisition Model (ICAM) and IC Planning, IC Capabilities Requirements (ICCR), and Programming, Budgeting and Evaluation (IPBE) oversight processes.

Awareness of IC facilities/logistics to include funding real property maintenance, infrastructure and logistics improvements that emphasize integration and encourage use of standards based on industry best practices.

Familiarity with the ICs' procurement and contracting efforts and enhancing the collective performance of these disciplines in support of attaining mission needs in a rapidly changing threat environments.

Exhibit excellent interpersonal skills, ability to work effectively with senior leaders from inside and outside the USG, to advocate and advance ODNI policy, and to communicate, coordinate, and develop a professional network across the IC.

Expert leadership and managerial capabilities, including the ability to effectively direct taskings, assess and manage performance, and support personal and professional development of all levels of personnel.

Possess superb oral and written communication skills and demonstrated ability to conduct filter and synthesize data, and produce clear, logical, and concise products.

## **Desired Requirements**

Experience managing large acquisition programs and/or facility portfolios.

Demonstrated expertise in federal policies, portfolio development and management, and regulations relative to national security programs.

Understand the process and preparation of Cost Estimates, Statements of Capabilities, Services of Common Concern, and Analysis of Alternatives.

Possess a system of systems perspective with a view toward end-to-end capabilities, requirements, evolving technologies, gaps, threats, and opportunities.

Ability to coordinate programmatic and interface activities with OMB, USD (A&S), USD (I&S), and IC components.

Degree in Business Administration, Management, or technical discipline such as Engineering or Information Technology.



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## Key Requirements and How to Apply

### Internal ODNI Candidates:

#### A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either dni\_coo\_hrm\_semo\_wma@cia.ic.gov (classified email system) or DNI\_CMO\_HC\_SEMO@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

### CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

#### Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



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- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).* Applicants from federal agencies outside the IC should be sent to either dni\_coo\_hrm\_semo\_wma@cia.ic.gov (classified email system) or DNI\_CMO\_HC\_SEMO@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3788.

## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3788; Email: DNI\_CMO\_HC\_SEMO@dni.gov

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI\_Reasonable\_Accommodation\_WMA@cia.ic.gov and DNI\_Diversity\_WMA@cia.ic.gov, by unclassified email at DNI\_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOC EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**